



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

14pgs

IN REPLY REFER TO

OPNAVINST 2800.4
OP-941

6 DEC 1989

OPNAV INSTRUCTION 2800.4

From: Chief of Naval Operations

Subj: REVIEW AND REVALIDATION OF TELECOMMUNICATIONS SERVICES

Ref: (a) OPNAVINST 2800.2

Encl: (1) Review and Revalidation (R&R) Procedures
(2) Review and Revalidation (R&R) Preparation and Submission Instructions
(3) Review and Revalidation (R&R) Summary
(4) Review and Revalidation Statement

1. Purpose. To establish procedures for biennial review and revalidation of leased communications services, facilities and equipment and prescribe format to report results.

2. Definitions. For this document, the following definitions apply:

a. GENERAL PURPOSE SERVICE. All DCS-switched networks and other Government-owned and leased communications capabilities available to various levels of users on a shared basis. [Examples include Automatic Digital Network (AUTODIN), Defense Satellite Communications System (DSCS), Defense Commercial Telecommunications Network (DCTN), Defense Data Network (DDN), Defense Switched Network (DSN), etc.].

b. SPECIAL PURPOSE SERVICE/DEDICATED SERVICE. Those communications capabilities owned or leased by the Government for either a specific purpose or available on a limited basis. (Examples include, facsimile, dedicated data, dedicated voice, etc.).

3. Scope and Applicability

a. This instruction applies throughout the Department of the Navy to processing of telecommunications requirements in support of operating forces based ashore and shore activities. Exceptions are in reference (a).

b. Reference (a) assigns Commander, Naval Telecommunications Command responsibility for analyzing telecommunications requirements, selecting the most cost-effective method of satisfying the requirements, and conducting biennial reviews of dedicated circuits and networks.

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4. Discussion. This instruction emphasizes cost savings for leased communications. It establishes procedures for review and revalidation of all leased circuits.

5. Responsibilities.

a. The Commander, Naval Telecommunications Command (COMNAVTELCOM) is to:

(1) Provide oversight management of overall Review and Revalidation (R&R) Program.

(2) Establish procedures for conducting the R&R.

(3) Ensure services are reviewed and revalidated biennially.

(4) Provide CNO with a biennial report identifying resource savings.

b. The Navy Commercial Communications Center (NAVCOMCOCEN) is to:

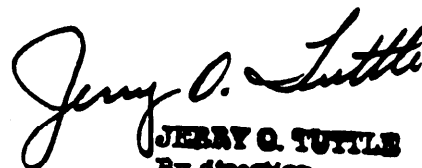
(1) Implement the Review and Revalidation Program.

(2) Provide COMNAVTELCOM with reports identifying resource savings.

c. Major claimants are to ensure the R&R is conducted within their claimancy and report the result, using procedures herein. Major claimants will distribute enclosures (1) through (4) to their claimancy and ensure compliance. ,

6. Procedures. Procedures for review and revalidation of leased services are in enclosures (1) through (4).

7. Reports. Reporting requirement is assigned symbol OPNAV 2800-1 and is approved for three years from date of this instruction.


JERRY Q. TUTTLE
By direction

DEC 6 1999

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REVIEW AND REVALIDATION (R&R) PROCEDURES

1. The objective of the R&R Program is to reduce communications costs by eliminating/downgrading services no longer essential.
2. COMNAVTELCOM will provide major claimants with a formatted R&R Statement for each circuit they are responsible for. Each circuit is to be reviewed and revalidated biennially, with the consolidated report submitted to COMNAVTELCOM by the major claimant 60 days after receipt of the R&R Statement. Major claimants are to forward the instruction package and R&R statements to subordinate activities.
3. A separate R&R Statement must be completed for each circuit/leased service identified and included in the final response returned to COMNAVTELCOM by major claimants. Lack of response/return of R&R Statements indicates the requirement is no longer valid. On a case by case basis, requests for extension of review action may be granted.
4. A copy of the completed R&R report should be retained on file at all levels.
5. Questions about the R&R Program can be referred to COMNAVTELCOM, Code N6, DSN 292-0725, commercial (202) 282-0725.

Enclosure (1)

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REVIEW AND REVALIDATION (R&R)
PREPARATION AND SUBMISSION INSTRUCTIONS

R&R SUMMARY

The R&R Summary is self-explanatory and will be completed by the major claimants and forwarded through the chain of command. The original R&R Statements will be added as enclosures. Commanders at any level may add endorsements to the R&R Report.

R&R STATEMENTS

1. The top of the R&R Statement has been prepared from available data bases.
2. The user will prepare paragraphs 1-4 and return to the major claimant for consolidation and submission to COMNAVTELCOM.
3. Major claimants will review paragraphs 1-4 and complete paragraph 5.
4. Detailed R&R Statement instructions follow:
 - a. Service reviewed. Completed by COMNAVTELCOM. Request users make corrective pen and ink changes, if required, to COMNAVTELCOM to initiate data base corrections.
 - b. Paragraph 1. If YES, the service date for discontinuance must be identified in paragraph 6, COMMENTS. A copy of the R&R Statement will be forwarded to COMNAVTELCOM, Code N6, who will treat the document as a discontinue feeder Telecommunications Service Request (TSR). Coordination may be initiated by COMNAVTELCOM with the point of contact identified, to ensure all information contained in the TSR is complete and accurate. If NO, justify retaining the service in paragraph 3.
 - c. Paragraph 2. If YES, provide the service date for a change TSR action and the type of common-user service to be substituted in paragraph 6, COMMENTS. Depending upon the type of substitution required, COMNAVTELCOM will either request a feeder TSR be submitted or initiate TSR action. If NO, justify retaining the current method of operation in paragraph 3.

Enclosure (2)

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d. Paragraph 3. Justification/Purpose. The following criteria are divided into three general categories to be used to justify retaining dedicated services: (1) essential characteristics; (2) cost-effectiveness; and (3) usage data. To qualify as a dedicated service, a requirement, as a minimum, must meet the "test" of one of three categories:

(1) Essential Characteristics

(a) Operational. A requirement that cannot be met by general purpose service due to operational characteristics or survivability. Service required for contingencies or command and control will be justified by identifying the supporting Operations Plan (OPLAN) or stating the mission requirement.

(b) Technical. A requirement that cannot be met by general purpose service due to technical incompatibility. (As an example, a facsimile terminal cannot meet the specific requirements of the individual using agency. The justification must indicate why the general purpose facility cannot be upgraded to satisfy the requirement.)

(2) Cost-Effectiveness

(a) The service cannot be obtained by the DOD by more cost-effective means using DCS switched networks or general purpose systems. Under this criteria, the following services must be considered: AUTODIN/DSN/DDN/DCTN, or other voice/data general purpose services (such as the Washington Area Wideband System (WAWS)).

(b) In addition, the following cost-effective considerations apply:

1. Whenever operationally/technically feasible and cost-effective, dedicated circuits will be consolidated for shared use by multiple activities.

2. The most economic means to satisfy the operational requirement will be selected. (As an example, if the using agency is remote from the general purpose terminal and the costs of pick-up and delivery are greater than the cost of a special purpose terminal, the special purpose terminal is justified.)

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(3) Usage (Voice or Data)

(a) Justification for dedicated service must be supported by a comparison of accumulated usage data on the service required with actual performance for general purpose service.

(b) Include average daily send-and-receive traffic figures for preceding three months.

e. Paragraph 4. The individual whose name is placed in this paragraph must have authority to certify the service. COMNAVTELCOM will take appropriate TSR/database action on this certification.

f. Paragraph 5. The major claimant either concurs in the user's action or writes a brief explanation for nonconcurrence.

g. Paragraph 6. Any additional comments such as service date or type of service changes, data base errors or corrections, etc., should be annotated in paragraph 6.

5. General instructions pertaining to the completion of the R&R Statements are:

a. Original R&R Statements must be returned. Copies should be retained for record. Failure to respond/return the R&R Statements within the prescribed time frame is authority to discontinue service.

b. R&R Statements must be unclassified. If the justification is classified, annotate on the R&R Statement that the justification will be sent under separate cover.

OPNAVINST 2800.4

6 DEC 1989

2880
Code/Serial
Date

From:

To: Commander, Naval Telecommunications Command,
Washington, DC 20394-6280

Subj: REVIEW AND REVALIDATION (R&R) SUMMARY

Ref: (a) OPNAVINST 2800.4

Encl: (1) Review and Revalidation (R&R) Statements
(Indicate number of R&R Statements attached to this
summary)

1. Under reference (a), the R&R Program has been conducted
and the following summary of savings realized are provided:

- a. Total number of services to be modified:
- b. Total number of services to be discontinued:
- c. Total annual dollars saved as a result of downgrading
action (MRC x 12):
- d. Total annual dollars saved as a result of disconnects
(MRC x 12):
- e. Total annual dollars saved (paragraphs 1c. and 1d.):

2. Comments of the major claimants:

Major claimant signature

SAMPLE FORM LETTER

Enclosure (3)

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DATE EFFECTIVE:

SEQUENCE PAGE NUMBER:

REVIEW AND REVALIDATION STATEMENT

SERVICE REVIEWED CCSD:

CSAPDCTO LOCFROM LOCMRC

USER _____

LINE SPEED _____

TOTAL MRC:

FROM LOCTO LOCBldg. & Room # _____
Address _____Bldg. & Room # _____
Address _____Onsite POC _____
AUTOVON No. _____
Commercial No. _____Onsite POC _____
AUTOVON No. _____
Commercial No. _____

1. Can this service be discontinued with no adverse impact on mission area: (Circle one) YES NO
 - * If YES, provide service date in paragraph 6.
 - * If NO, provide justification in paragraph 3.
 - * If service has previously been discontinued, provide RFS/TSR number, if known, and date of discontinuance action in paragraph 6.

2. Can this service be downgraded or satisfied by a common-user type service (AUTOVON, DDN, DSN, etc.)? (Circle one) YES NO
 - * If YES, provide type of common user service to be substituted in paragraph 6.
 - * If NO, provide justification in paragraph 3.

SAMPLE FORMAT

Enclosure (4)

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SEQUENCE PAGE NO.:

3. JUSTIFICATION/PURPOSE: (Include reasons for maintaining service in current configuration. What is the purpose of the service? (Continue on reverse if necessary.)

4. CERTIFICATION: (Mandatory). The above services have been reviewed and determined that TSR action CAN/CANNOT (circle one) be initiated for discontinuance.

REVIEWED BY:

PRINT NAME: _____

POSITION: _____

SIGNATURE _____

ORGANIZATION: _____

AUTOVON NO.: _____

COMMERCIAL NO.: _____

5. Major Claimant concur? (Circle one) YES NO

Signature of Commanding Officer: _____

6. COMMENTS:

Enclosure (4)